

## PLEASE READ CAREFULLY

Massachusetts law (G.L. Chapter 31, Sec. 58) permits cities and towns to ask that residents be placed on entry-level police and firefighter eligible lists **before** nonresidents. A "resident" is a person who has lived in the same city or town for the **full year** before the **date of the examination**. For example, if you took an examination on April 27, 1996, you would have to live in a single city or town from April 27, 1995, to April 26, 1996, to claim residency.

IF YOU ARE CLAIMING RESIDENCY IN A CITY OR TOWN, YOU MAY ONLY CHOOSE *THREE* OTHER CITIES OR TOWNS.

IF YOU ARE **NOT** CLAIMING RESIDENCY IN ANY CITY OR TOWN, YOU MAY CHOOSE FOUR CITIES OR TOWNS. DO **NOT** FILL IN **ANY** NUMBERS OR MAKE **ANY** MARKS IN THE BLOCK FOR RESIDENCY PREFERENCE.

- Your **residence**, for the purpose of civil service law, is the place where you actually lived and intended as your **permanent home**. A temporary living place, such as a summer cottage, a school dormitory, a relative's or friend's house or apartment, etc., is **not** a residence.
- If you live at college during the school year, you may claim as your permanent residence that place where you reside during the rest of the year.
- If you were in the military, you may use the city or town where you lived when you entered the military **if** you returned to that city or town after you left the military, or, if you are still in the military, you intend to return to that city or town.
- If you move to another city or town at any time during the year before the examination, you do **not** qualify for residency preference in **any** city or town.

FILL IN **EVERY PART** OF THE FORM THAT APPLIES TO YOU. FILL IN THE NUMBERS **AND** THE CIRCLES INDICATING YOUR CHOICES. **DOUBLE-CHECK YOUR CHOICES AND THE NUMBERS YOU CHOSE. BE SURE THE CIRCLES YOU FILLED IN MATCH THE NUMBERS.**

CONSIDER THIS FORM **PART OF THE EXAMINATION**. DO NOT MAKE A **MISTAKE** IN YOUR RESIDENCE PREFERENCE CLAIM. IF YOU DO NOT FILL OUT THIS FORM CORRECTLY, YOUR NAME WILL NOT APPEAR ON CERTIFIED LISTS FOR APPOINTMENT, AND YOU MAY MISS EMPLOYMENT OPPORTUNITIES. WE MAY NOT ADD YOUR NAME TO AN OUTSTANDING CERTIFIED LIST IF YOU MAKE A MISTAKE. CITIES AND TOWNS INVESTIGATE APPLICANTS FOR FIRE AND POLICE POSITIONS. IF THEY FIND YOU ARE A NON-RESIDENT, THEY WILL NOT HIRE YOU AS A RESIDENT AND WILL REQUEST THAT YOUR PREFERENCE BE CANCELED.

**THIS WORKSHEET WILL NOT BE ACCEPTED OR PROCESSED IN PLACE OF THE ACTUAL FORM.**

## MASSACHUSETTS HUMAN RESOURCES DIVISION

**DIRECTIONS: USE A NUMBER 2 PENCIL TO FILL OUT THIS FORM. ERASE ERRORS COMPLETELY AND CLEANLY.**

THIS FORM IS A LEGAL DOCUMENT. YOU ARE FILLING OUT THIS RESIDENCY PREFERENCE CLAIM FORM UNDER THE PENALTIES OF PERJURY. IF THE HUMAN RESOURCES DIVISION DETERMINES YOU INTENTIONALLY MADE A FALSE CLAIM, YOUR NAME WILL BE REMOVED FROM THE ELIGIBLE LIST PURSUANT TO PERSONNEL ADMINISTRATION RULE .03.

You are responsible for providing truthful, accurate and complete information. List ALL addresses where you lived for the past year (the FULL YEAR before the date of this examination). Do NOT list post office boxes. Claims of residency may be challenged by the appointing authority at any time. If you do not fill out this portion of the form accurately, properly and completely, YOU MAY NOT BE ABLE TO CLAIM YOUR PREFERENCE.

I have read the other side of this form. I understand the directions. I understand I cannot change my residency claim at a later date. I declare that all responses are true and are made under the penalties of perjury.

Date \_\_\_\_\_

City/Town

State	Zip
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- Use only a No. 2 pencil to fill out this form.
- Erase errors completely and cleanly.
- Do not make stray marks on this form.

### UNACCEPTABLE MARKS

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Look at the CITY/TOWN CODE SHEET. If you want residency preference, write the CODE NUMBER of your choice in the RESIDENCY PREFERENCE boxes at the bottom of the form. If you claim residency preference, you may choose only THREE other locations. Write the CODE NUMBERS in the BOXES for the places where you want to work in the "Other Locations" boxes at the bottom of the form. Then fill in the corresponding circles beneath the boxes. If you are NOT claiming residency preference, DO NOT fill in the RESIDENCY PREFERENCE blocks. You may indicate FOUR other places. DO NOT CHOOSE MORE THAN FOUR PLACES.

ANN. #			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

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**RESIDENCY  
PREFERENCE**

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

### Other Locations Where You Will Accept Employment

[illegible]